

**Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
Meeting of 11/15/16**

Held at
1000 Washington Street, Boston, MA, 02118
At 10:00 a.m.
Room 1D

Board Members Present:

Patrick Driscoll
Carolyn Lindsay
Thomas O'Donnell
Paul Phaneuf
Peter Stefan

Staff Members Present:

Michael Hawley, Executive Director
Shara Benedetti, Associate Executive Director
Charles Kilb, Board Counsel
Christopher Carroll, Chief Investigator
Robert Williams, Investigator
Jordan Maynard, External Affairs Manager

Others Present:

Shannon Murphy	Charles Keefe
Cathryn Ruggiero	Joseph Ruggiero
Kelley Molloy	Thomas Brown
Sasha Newman	Ed Doherty
Michael McCarron	Thomas Verdone
Taylor Thompson	Stephen Rocco
Christopher Draconitis	Lawrence Carnevale, Sr.
Kevin Grondin	Brian Beale
Richard Paquette, Jr.	Francis Berube
Michael Introvigne	Robert Sullivan
Gelnn Burlamachi	Michael Roberts
Ashlyn Haskins	Walter Benjamin
John Boarman	Jordan Feijo
Adam Auclair	James Leaver
Ben Brodeur	Lawrence Sylvia
Amanda Bechtel	Ashley Ruiz
Daniel Martin	Roland Martin

Call to Order

Mr. O'Donnell called the meeting to order at 10:02 a.m. Board staff reviewed building evacuation procedures and noted the location of restrooms.

Investigative Session Case, Investigative Conferences, Settlement Offers: Closed session pursuant to M.G.L. c. 112, § 65C

At 10:05 a.m., Ms. Lindsay moved to suspend the open meeting and enter into investigative conference closed session pursuant to M.G.L. c. 112, § 65C, seconded by Mr. Phaneuf. **The motion passed unanimously.**

Upon returning to open session, the Board reported the following:

SA-EM-16-016: Tabled for the December board meeting.

EM-16-021: Sent to Prosecutions.

At 10:51 a.m. Mr. Phaneuf moved, seconded by Mr. Driscoll to exit the investigative session and re-enter the public session. **Motion passed unanimously.**

Review of Minutes

The Board reviewed the minutes of the meeting held on October 11th, 2016.

Mr. Phaneuf moved, seconded by Ms. Lindsay, to accept the minutes of the meeting held on October 11th, 2016.

Motion passed unanimously.

Schedule Next Board Meeting

After discussion, the Board decided to hold one meeting during the month of December. The Board scheduled the next board meeting for December 20th, 2016. The meeting previously scheduled for December 6th, 2016 is cancelled.

Board Officer Vote and Election

Mr. Phaneuf moved to nominate Mr. O'Donnell as Board Chair, seconded by Ms. Lindsay. All in favor, motion passed unanimously. Mr. Stefan moved to nominate Ms. Lindsay and Mr. Phaneuf as Vice Chair, seconded by Mr. Driscoll. All in favor, motion passed unanimously.

Advisory Opinion Request

Mr. Kilb presented to the Board a draft letter in response to the request for an advisory opinion of Frank Murphy. The letter, as drafted, advised Mr. Murphy that, so long as order of priority requirements are adhered to as required by regulations, it would not be a violation of Board laws and regulations to allow a decedent to make arrangements excluding their children. However, this letter also advised that other laws, entities, could be involved and that an advisory letter can only take into account Board authority.

Mr. Stefan moved to approve the draft letter and mail it to Mr. Murphy, seconded by Ms. Lindsay. All in favor, motion passed unanimously.

Policy Governing Board Continuing Education Approval

The Board discussed possibly implementing a policy governing approval of continuing education provider courses. The Board will write a policy at a future date as issues arise during the review of continuing education.

Discussion on National Conference Exam Waiting Period

The Board reviewed materials outlining the policy of the National Conference in regards to the period of time in which an examinee must wait before he or she can re-take the examination after receiving a failing score. Several Board members indicated that they would like to have a discussion at the next meeting as to whether or not the Board should require passing of the National Conference exam as a prerequisite for licensure as a funeral director and embalmer. At the suggestion of Board staff, the National Conference will be given the opportunity to provide the Board information to assist in this review.

Report from Executive Director Michael Hawley

Mr. Hawley indicated that the E-Licensing development is ongoing and that defects in the system have been identified and are currently being corrected. Mr. Hawley indicated that the deadline for renewals of all licensees has now passed and Board staff will provide the Board with a list of licensees who have not renewed.

Report from Legal Counsel, Charles Kilb

Mr. Kilb indicated to the Board that he has prepared a memorandum outlining the changes made to the proposed regulations by the Board at its October 11th meeting and has sent it to the Administration. Mr. Kilb indicated that once he receives approval from the Administration he will be able to file the proposed regulations to be promulgated.

Report from Christopher Carroll, Chief Investigator

Mr. Carroll introduced to the Board Jordan Maynard, the external affairs manager for the Division of Professional Licensure. Mr. Maynard presented to the Board a draft notice to be posted on the Board's website in regards to Massachusetts licensees doing business with unlicensed or unregistered out of state or online entities. The Board indicated that it would like to include a notice about in state unlicensed or unregistered entities as well. Ms. Lindsay moved to approve the notice as amended, seconded by Mr. Stefan. All in favor, motion passed unanimously.

At 12:25, the Board adjourned for lunch. Mr. O'Donnell announced that the Board would return at 1:00 p.m.

Lunch Break

At 1:15 p.m. the public session resumed.

Application Review:

Type-3 Review and vote on applications

The Board met with the following Type-3 applicant:

- Brian Beale

Ms. Lindsay moved to accept the above applicant, seconded by Mr. Phaneuf. All in favor. **Motion passed unanimously.**

Type-6- Review and vote on applications

The Board met with the following Type-6 applicants:

- Amanda Betchel
- Thomas Brown
- Michael Introvigne
- Ashley Rivera
- Taylor Thompson

The Board also reviewed the application of John Greely. Mr. Greely's appearance at the meeting was waived.

Ms. Lindsay moved to accept the above applicant, seconded by Mr. Phaneuf. All in favor. **Motion passed unanimously.**

Apprentices – Review and vote on applications

The Board met with the following Funeral Apprentice applicants:

- Christopher Draponitis
- Ashlyn Haskins
- Kelley Molloy
- Shannon Murphy
- Sasha Newman
- Cathryn Ruggiero

Ms. Lindsay moved to accept the above applicants, seconded by Mr. Phaneuf. All in favor. **Motion passed unanimously.**

Funeral Assistants, First Time - Review and vote on applications

The Board met with the following Funeral Assistant applicants:

- Michael Alario
- Walter Benjamin
- John Boarman
- Jordan Feijo
- James Leaver
- Andrew Venios
- Thomas Verdone

Ms. Lindsay moved to accept the above applicants, seconded by Mr. Phaneuf. All in favor. **Motion passed unanimously.**

Funeral Assistants (Transition from Apprentice)- Review and vote on applications

The Board met with the following Funeral Assistant applicants:

- Michael McCarron
- Richard Paquette

Sherman Bastow, Jr. and John Sullivan, Jr. were not present at the meeting. Their applications were tabled for the December meeting.

Ms. Lindsay moved to accept the above applicants, seconded by Mr. Phaneuf. All in favor. **Motion passed unanimously.**

Establishment Certificate Applications:

- Sullivan Funeral Homes
- Tyngsborough Funeral Home
- Badger Funeral Service, Inc.

Ms. Lindsay moved, seconded by Mr. Phaneuf to approve the above establishment certificate applications. All in favor. **Motion passed unanimously.**

Wall Certificates:

- Lamoureux-Fletcher Funeral Home
- Hamel, Wickens & Troupe Funeral Home

The above wall certificates were signed.

- Grondin-Carnevale Funeral Home

Kevin Grondin and Lawrence Carnevale appeared before the Board in regards to the duplicate establishment applications for the establishments located at 129 Kenoza Avenue, Haverhill, MA and 52 Salem Street, Bradford, MA. The Board's records indicated that the location in Bradford was no longer in business. Mr. Grondin and Mr. Carnevale indicated that they have been in business in Bradford since filing an establishment certificate application in 2009 that was approved by the Board.

The Board signed the establishment certificate for the Haverhill location. Mr. Carnevale and Mr. Grondin will work with Board staff to verify the validity of the Bradford establishment.

Continuing Education Provider Applications:

ICCFA

- 2017 Wide World of Sales Conference

MFDA

- Funeral Service HR Edge: An Employment Law Update for Massachusetts Funeral Firms

MKJ Marketing

- MKJ Marketing Presents Social U: Social Media Workshop

Selected Independent Funeral Homes

- 2017 NextGen Seminar

The North American Division of the British Institute of Embalmers

- 2016 Professional Enrichment Conference of the North American Division of the British Institute of Embalmers

Ms. Lindsay moved, seconded by Mr. Phaneuf to approve the above continuing education provider applications. All in favor. **Motion passed unanimously.**

Cremation Association of North America

- CANA's Crematory Operations Certification Program

The above application was not approved.

2:54 p.m. Adjournment

Ms. Lindsay moved to adjourn the meeting. Mr. Stefan seconded. **Motion passed unanimously.**

Respectfully submitted,



Shara Benedetti
Associate Executive Director

List of Documents used at the meeting:

Agenda for meeting held on November 15th, 2016

Minutes from meeting held on October 11th, 2016

Draft advisory letter to Frank Murphy

Draft notice in regards to conducting business with unlicensed or unregistered entities

Application review:

Type 3

- Brian Beale

Type 6

- Amanda Betchel
- Thomas Brown
- John Greely
- Michael Introvigne
- Ashley Rivera
- Taylor Thompson

Apprentices

- Christopher Draponitis
- Ashlyn Haskins
- Kelley Molloy
- Shannon Murphy
- Sasha Newman
- Cathryn Ruggiero

Funeral Assistants (1st time)

- Michael Alario
- Walter Benjamin
- Jordan Feijo
- James Leaver
- Andrew Venios
- Thomas Verdone

Funeral Assistants (Transition from Apprentice)

- Sherman Bastow, Jr.
- Michael McCarron
- Richard Paquette
- John Sullivan, Jr.

Establishment Certificate Applications:

- Sullivan Funeral Homes
- Tyngsborough Funeral Home
- Badger Funeral Service, Inc.

Wall Certificates:

- Lamoureux-Fletcher Funeral Home
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- Grondin-Carnevale Funeral Home

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